



Human Resources

DATE POSTED: August 24, 2005

REQ. # 05-191

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **08-24-2005** TO **08-30-2005**, but will remain open until filled.

DEPARTMENT/DIVISION
ADMINISTRATION

POSITION AVAILABLE
EXECUTIVE ASSISTANT

OF OPENINGS
1

STARTING SALARY
\$14.36 / hour

COMMENTS
This position is pending BOCC approval in October 2005.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 679

PAY GRADE: 16

SALARY: \$14.36 - \$22.07

EXECUTIVE SECRETARY - TO EXECUTIVE ASSISTANT

MAJOR FUNCTION: Specialized responsible and complex office support work involving the performance of a number of varied office and administrative tasks.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of modern office practices, procedures and commercial arithmetic. Knowledge of business English, spelling and arithmetic. Knowledge of principles and practices of office management.

Abilities: Ability to prepare routine documents, compose business letters and memoranda. Ability to make decisions in accordance with laws, regulations, or policies and apply these to work problems. Ability to receive the public with considerable poise, tact, patience, and courtesy. Ability to make minor decisions to relieve the schedules of supervisors. Ability to establish and maintain harmonious working relationships with other employees. Ability to work independently without direct supervision. Ability to supervise other lower level clerical staff. Ability to type, take and transcribe shorthand and transcribe dictation from electronic equipment. Serves as personal assistant to a Director by planning, initiating and carrying to completion clerical, secretarial and administrative activities. Skills: 50 correct words per minute for typing, and 60 words per minute for dictation.

ESSENTIAL JOB FUNCTIONS: Provides administrative staff support to a Director of a large division/department and may supervise other subordinate clerical employees. Independently composes and replies to correspondence in accordance with departmental and County procedures. May prepare payroll and a wide variety of reports. May assist in and coordinate the preparation of operating budget. Types accounting and statistical tables and miscellaneous materials. Processes purchase orders, invoices and vouchers. Maintains departmental accounts, records and statistical data. Maintains continual budget records of all sections within the department. Prepares and types requisitions for the purchase of supplies and equipment. Operates standard office machines. Develops material for supervisor's use in public speaking engagements. Attends conferences to take notes, or is briefed on meetings immediately after they take place in order to know what amendments were made and what developments have occurred in matters that concern the supervisor. Makes arrangements for conferences including space, time and place. Informs participants of topics to be discussed and may provide them with background information. Takes minutes of board, conference or committee meetings. Assembles agenda for meetings. May read and route incoming mail and assemble files and other materials to facilitate the Director. Receives and routes telephone calls, answering questions which may involve the interpretation of policies and procedures. Answers telephone and gives information in response to inquiries and requests. Channels trouble calls to appropriate departments for prompt efficient handling. Interviews and makes preliminary selection of clerical, stenographic and secretarial employees. Makes assignments, schedules hours of work, provides for office coverage and reviews the work of subordinate employees. Researches and assembles specialized documents, reports and data for a Director. Performs related work as required.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from high school or possession of an acceptable equivalence of a diploma, supplemented by courses in shorthand, typewriting and business practices, preferably a graduate of a recognized business school or college.

EXPERIENCE: Considerable experience in performing exacting stenographic and clerical work. Five (5) years of which must have been a progressively responsible nature and of which should have been at a supervisory level. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida Driver's License may be required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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